

# EMPLOYEE & LABOR RELATIONS MANAGER

## HUMAN RESOURCES DEPARTMENT

**SALARY RANGE:** \$81,444 – \$109,152 annually, DOQ

**CLOSING DATE:** Open Until Filled - First Review of Applications: April 22, 2016

### THE COMMUNITY:

Beaverton is located seven miles west of Portland and has a population of approximately 94,215. The city offers a variety of activities and amenities including the state's largest, all-agricultural farmers market; an outstanding city library; and more than 100 parks, bike paths and hiking trails. It has been named one of the best places to raise kids by BusinessWeek magazine, one of the top 25 suburbs for retirement by Forbes.com and one of the 100 best walking cities in America by Prevention magazine. Beaverton is about an hour's drive from the Oregon coast, Mt. Hood and the Columbia River Gorge. The city is also a transportation hub with frequent bus and rail connections to the entire Portland metropolitan area. City Hall is located on the MAX light rail service line at the Beaverton Central Station.

### THE HUMAN RESOURCES DEPARTMENT:

The Human Resources Department is comprised of eight employees who partner with management and staff to provide services in benefits, compensation, organizational development, recruitment and selection, equal employment opportunity, employment law compliance, and employee and labor relations. The city currently has 537 employees, of which approximately 411 are eligible to be represented by a labor organization.

### THE POSITION:

The person filling this position will manage the city's employee and labor relations and employment law compliance programs under the general oversight of the human resources director. The person will have broad authority to manage the city's recruitment and selection process to assure compliance with all applicable laws and best practices; draft and revise employment policies and procedures; manage labor and employee relations with two unions (SEIU Local 503 and the Beaverton Police Association) and more than 100 unrepresented employees; negotiate and administer collective bargaining agreements; and investigate and resolve grievances and other employee complaints. The person will also serve as the city's ADA coordinator.

### COMPENSATION:

The salary range is \$6,787 to \$9,096 monthly. Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; and offers excellent health, dental, vision and life insurance coverage.



[www.BeavertonOregon.gov](http://www.BeavertonOregon.gov)



### THE IDEAL CANDIDATE:

- Ability to self-manage multiple tasks and produce quality work in a timely manner.
- Experience building and maintaining good working relationships with others.
- Superior ability to define issues, perform legal research, analyze problems, evaluate alternatives, make sound decisions and recommendations, and effectively communicate verbally and in writing.
- Substantial experience (a minimum of four years) in human resource management or employment law, with an emphasis in employee and labor relations.
- Minimum of two years of supervisory or program management experience.
- Bachelor's or Master's degree in human resources, public or business administration, or a related field.
- Public sector employee and labor relations experience is preferred.
- Experience working in a multi-union environment is preferred.
- Law degree from a fully accredited law school is desirable.

### HOW TO APPLY:

Cover letter and resume with salary history must be submitted for this position. Please email documents (in PDF or similar format) to [HRjobs@BeavertonOregon.gov](mailto:HRjobs@BeavertonOregon.gov). Candidates selected for an interview will be asked to submit a writing sample.

### VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

### DEADLINE:

Open until filled; first review of applications on April 22, 2016. Please check the city's website for status.

### ESSENTIAL FUNCTIONS OF THE JOB:

- Manage, plan and direct a comprehensive employee and labor relations program; develop best-practice policies and procedures consistent with stated objectives and federal, state and local laws.
- Provide support for employment and labor litigation, grievances and contested case matters; conduct legal and factual research; participate in arbitration preparation and presentation; prepare proposals, reports, exhibits or statistical or analytical information; testify at administrative hearings and court proceedings; act as a liaison to the City Attorney's Office regarding employee and labor relations issues.
- Represent the city in grievance hearings; consult with and advise managers on grievance responses and develop responses delegated to the Human Resources Department.
- Develop strategies for labor relations; represent the city in labor negotiations, including collective bargaining agreements, as chief spokesperson or as a team member; prepare negotiation proposals.
- Provide information, training and guidance to management and staff on the interpretation and administration of personnel policies and procedures and labor contracts.
- Revise and maintain a legally compliant employee handbook.
- Study, research, interpret and apply statutes, ordinances, court decisions and legal opinions; provide advice and training to supervisors and managers regarding application of discrimination laws including all federal, state or local statutes, ordinances or regulations.
- Handle disability accommodation requests; advise departments as to reasonable accommodations; serve as the city's Americans with Disabilities Act Coordinator; develop and maintain ADA Transition Plan.
- Oversee recruiting function to ensure legal compliance and use of best practices; facilitate the full recruiting life cycle, including guidance on candidate sourcing.

### WORKING CONDITIONS:

Regular focus on a computer screen. Regular use of a keyboard or similar device. Weekly dealing with distraught or difficult individuals. Occasional attendance at meetings or activities outside of normal working hours. Operation of a motor vehicle on public roads or equivalent mobility.